

3.1 CREATE COLLECTION ID FILE

Introduction

Collection ID files are used to identify which cases in a survey will be mailed, followed-up, or mailed correspondence.

You can create a Collection ID file interactively in StEPS from within the Collection Activities module. This is done by specifying criteria in a “where clause”, which is then used to generate the Collection ID file. The generated file can then be used to create mailing labels. It may also be submitted to the production programmers for creation of custom forms using Docuprint or for distribution of collection media using some other type of collection technology (i.e., CATI, CSAQ, etc). Only users with RUNPRIV = ‘P’ may create a collection ID file.

Prior to creating a collection ID file, survey analysts should verify that the following fields are set properly in the Master and Stat Period Control files:

Master (DATA00.C1yyyypp):	ALPHA, MGPCDE
Stat Period (DATA00.C1yyyypp):	FORM, COLTEC, FOLTEC#, COLNUM

Collection ID files are stored as data sets in DATA00.COLxxxss (where ‘xxx’ = collection code and ‘ss’ = sequence number).

Once a collection ID file has been created, it can be used to update the Collection History file, as well as collection and tracking information stored in the survey’s Stat Period Control File. (See section 3.2, “Process Collection ID File” for more information.)

Accessing the Screen(s)

- ! Click on the COLLECTION ACTIVITIES button from the StEPS Main Menu.
- ! Click on the CREATE COLLECTION ID button from the Collection Activities Menu to display the following:

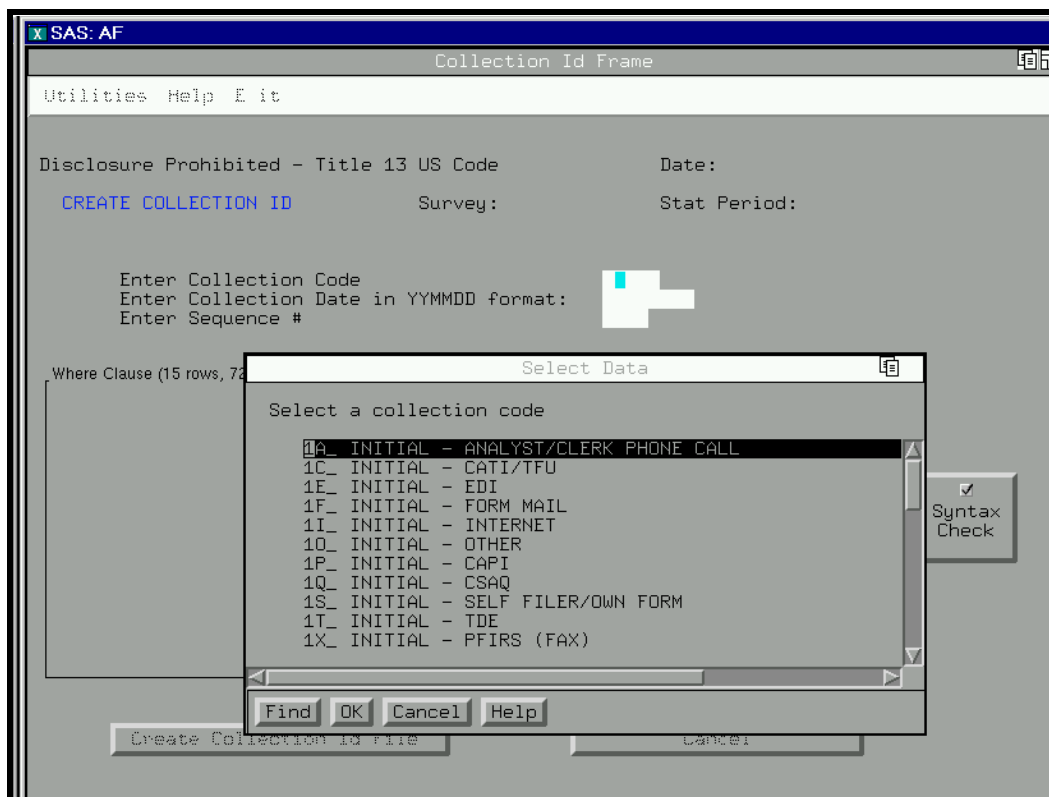


Figure 3.1 Initial Screen to Create Collection ID File

Screen Features

3.1.1 SELECT A COLLECTION CODE

When you first access the Create Collection ID File screen, you will be prompted to select a collection code. A “collection code” is a 3-digit numeric code that uniquely identifies some type of processing action (e.g., initial mail, 1st follow-up, 2nd follow-up, check-in, UAA). The first digit of the code represents one of the following categories:

- 1 Initial data collection attempt
- 2 Follow-up data collection attempt
- 3 Survey instrument re-sent
- 4 Survey instrument received
- 5 Undeliverable-as-addressed (UAA's)
- 6 Respondent contact
- 7 Bureau-originated correspondence
- 8 Other processing actions
- 9 Tracking codes
- C Completion codes

NOTE: See Chapter 3.4, “Collection History”, for a complete list of all collection codes and corresponding definitions.

- ! In the case of creating a collection ID file, codes selected will most likely begin with a ‘1’ (initial mail out) or ‘2’ (follow-up).
- ! Associated with each collection code is a standard where clause. The information in the standard where clause includes criteria that should be considered when creating a collection ID file for that particular collection activity. When you choose a collection code, the standard where clause associated with it will display in the “Where Clause” box located in the bottom portion of the Create Collection ID screen. You can then modify the where clause to identify the specific criteria you wish to use in creating your Collection ID file.
- ! Once you have selected a collection code, the following screen will display:

SAS: AF
Collection Id Frame

Utilities Help Exit

Disclosure Prohibited - Title 13 US Code Date: 20MAR00:08:37:38

CREATE COLLECTION ID Survey: ATS Stat Period: 1998A1

Enter Collection Code 1F_
Enter Collection Date in YYYYMMDD format:
Enter Sequence #

Where Clause (15 rows, 72 cols)
status = 'A' &
coltec = 'F' &
colnum = '#' &
pcflg ^= 'C' &
form = '#' &

Syntax Check

Create Collection Id File Cancel

Figure 3.1.1 Create Collection ID File Screen

- ! For the collection code specified in the above example, ‘1F_’ (initial mailout), note that its associated standard where clause is displayed in the “Where Clause” box. Information contained in this where clause indicates the following:

status = ‘A’	Status of the case is “active”.
coltec = ‘F’	Collection technology is “form” (vs. CATI, CAPI, EDI, etc.).

colnum = '#'	You must fill in the collection number. The collection number identifies with which data collection attempt the case is to be processed.
pcflg ^= 'C'	Parent/child flag is not equal to "child".
form = '#'	You must enter the form number (if your survey has multiple forms).

! You can enter additional criteria or eliminate criteria already included in the standard where clause. Only variables from the Master or Stat Period control file can be used. You cannot specify variables from the Item file (in the where clause).

3.1.2 ENTER COLLECTION DATE

Enter the collection date in YYMMDD format, where YY = year, MM = month, and DD = day (e.g., December 1, 1999 should be entered as '991201'). The date entered should be the date that the collection activity is scheduled to occur. For instance, if you are creating a collection ID file on 3/15/99 and those cases are to be mailed out on 3/30/99, you should enter '990330' as the collection date.

3.1.3 ENTER SEQUENCE NUMBER

Enter a sequence number. The sequence number is an arbitrary number used in naming the newly created Collection ID file. Collection ID files are named by the program as follows: COLxxxxss, where 'COL' identifies the file as a collection ID file, 'xxx' refers to the collection code, and 'ss' indicates the sequence number. You must specify the sequence number to be used in the filename.

! Click on the arrow in the Sequence number field to display a list of sequence numbers already in use:

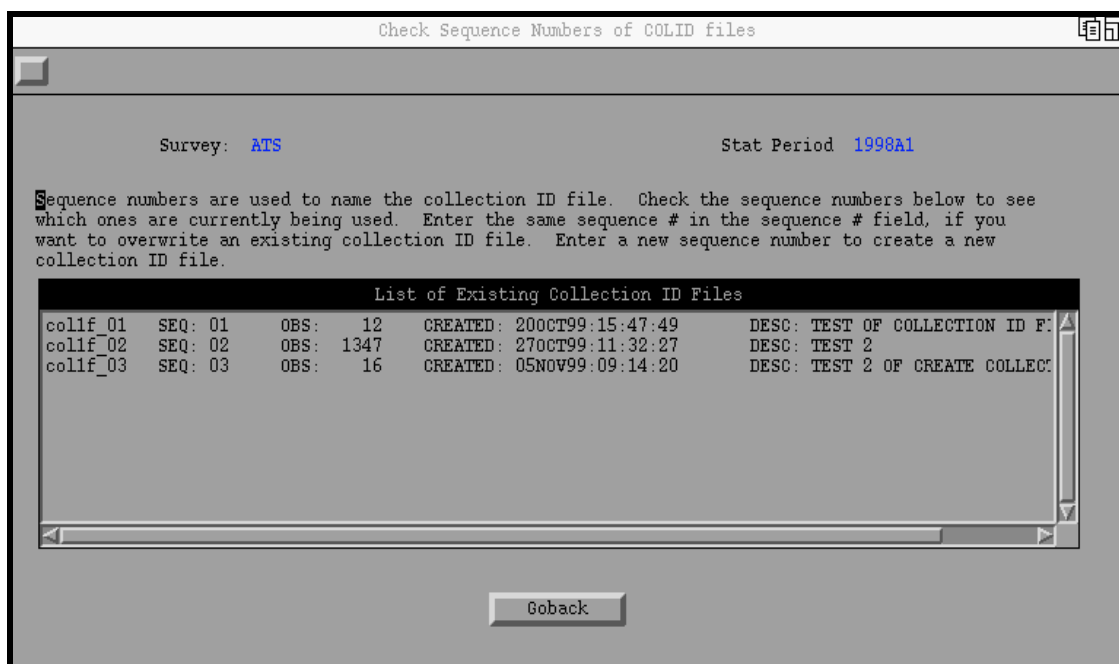


Figure 3.1.3 View Existing Sequence Numbers

In most cases, when deciding on a sequence number, you will want to choose the “next” available sequence number. For example, if ‘01’, ‘02’, and ‘03’ have already been used, you will want to use ‘04’ for the file you are creating. You will not typically choose a sequence number that is already in use. In some instances, however, (e.g., existing file was a test run or contained errors), you may wish to re-use a sequence number to overwrite an existing collection ID file.

- ! Once you have viewed the existing sequence numbers and have decided on a sequence number to use in naming the Collection ID file, click on the “Go back” button at the bottom of the screen. When you return to the “Create Collection ID” screen, enter this sequence number in the appropriate field and press <ENTER>.

3.1.4 CREATE COLLECTION ID FILE

Once you have entered the collection code, collection date, and sequence number, and have edited the “where clause”, you are ready to create the collection ID file.

- ! Click on the “Syntax Check” button to verify that the information included in the where clause is syntactically correct.
- ! Click on the “Create Collection ID File” button to display the following:

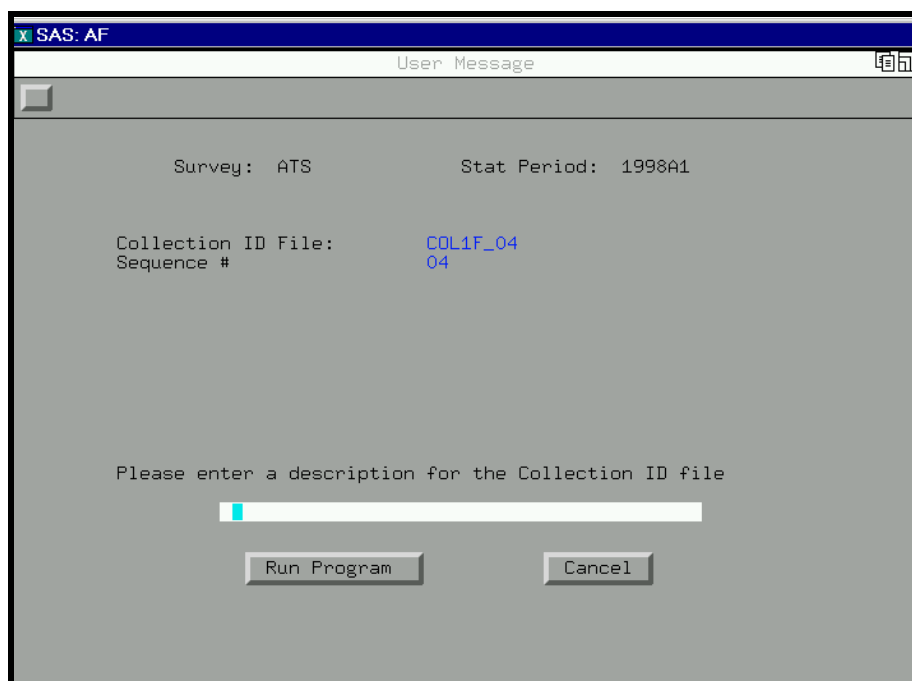


Figure 3.1.4 Enter Description for Collection ID File

- ! Enter a description for the file. Be sure to enter something meaningful (e.g., ATS Initial Mailout).
- ! Click on the “Run Program” button.
- ! Once the program has run successfully, a confirmation message will display, indicating the number of observations (IDs) included in the file. (If there were any errors and the program did not successfully complete, return to the Create Collection ID screen and check your where clause.)
- ! The program will then display the contents of the Collection ID file you have just created. Each observation/record in the file will contain the following information: Survey, Stat period, ID, Collection code (COLCDE), Collection date (COLDTE), Alpha, Mail group code (MGPCDE), Username, Program name, Program date/time.

3.1.5 VIEW CONTENTS OF A COLLECTION ID FILE

To view the contents of an existing Collection ID file:

- ! Specify a collection code in the Create Collection ID File screen.
- ! Click on the UTILITIES p-menu to display a list of existing collection ID files for the

collection code specified.

- ! Click on the Collection ID file you wish to view. Each observation/record in the file will contain the information specified in section 3.1.4 above.

P-Menu

P-Menu	Options	Function
UTILITIES	View Collection ID Data sets	Displays list of existing Collection ID Data sets for the collection number specified; select a data set using the mouse to view its contents. NOTE: You must specify a collection code <u>before</u> selecting this option. Only those data sets associated with the collection code specified will display.
HELP	Create Collection ID Help (F1) WhoamI (F7)	Display HELP information on using the Create Collection ID Help Display user default and systems information
EXIT	StEPS Main Menu (Home) Exit (F3)	Return to StEPS Main Menu Exit to previous screen